



## PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

*INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW			
Department Office/Division/Program:	Board of Osteopathic Licensure		
Department Contract Administrator or Grant Coordinator:	Susan E Strout, Executive Secretary		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$9755	Advantage CT / RQS #: 20220824*58	
<b>CONTRACT</b>	Proposed Start Date:	<b>1/5/2022</b>	Proposed End Date: 8/24/2022
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Rebekah Smith, Esquire – Seven Tree Solutions		
Brief Description of Goods/Services/Grant:	Hearing Officer for prep, 3 days of hearing and finalization of D&O, etc.		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

### PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

Attorney Smith provided hearing officers services from January 2022 through August 2022, including pre-hearing virtual conferences, phone calls, legal preparation, a 3-day hearing during which Ms. Smith provided legal advice to the Board and follow up to the hearing which included f/u conferences, drafting of the Board Decision & Order, corrections to following Board review and the final draft.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Attorney Smith is a seasoned hearing officer, hired by most divisions of Professional & Financial Regulation and the one able to make herself available to the Board for the multiple day hearing.

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Attorney Smith is paid hourly by all departments/divisions. She charged the Board a fee of \$160 - \$170 per hour

4. Describe the plan for future competition for the goods or services.

No specific plans; we hope to not have a need for hearings but there's no way to know this for sure.

### PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

### PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>Susan E. Strout, Exec. Sec'y</i>		
Typed Name:	Susan E. Strout, Executive Secretary	Date:	9/22/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>Thomas Paquette</i>		
Typed Name:	249502C7B71A49A... Thomas Paquette	Date:	10/25/2022